

# Application Checklists for MA and Graduate Certificate Programs and Graduate Assistantship Positions in the Department of English Language and Literature

## Applying for Admission to Programs

The EMU Admissions web site is at <http://www.emich.edu/admissions/grad/main/>

Applicants to all programs must submit the following:

- A completed graduate application (available at the above URL)
- A Personal statement (you can submit this electronically as part of your application or as a separate document; we recommend that these statements be 1 to 2 pages in length)
- Application fee (\$35.00 if you mail your application; \$25 if you apply online or in person)
- Official transcripts from ALL prior colleges and universities (note: if you attended EMU, you do not need to request your EMU transcript)
- Additional material as specified by the program to which you are applying (see below)

**Note:** Unless specified otherwise, all materials should be sent to EMU Graduate Admissions, at the address listed on the website.

### Children's Literature (MA)

- An academic writing sample (preferably something related to children's literature)
- Two letters of recommendation

### Creative Writing (MA)

- A portfolio of your writing (this may include several short pieces in one genre or several short pieces in multiple genres; it should consist of 15-20 pages of what you believe is your best work)

**Note:** *You should send your portfolio to the Graduate Coordinator, Department of English Language and Literature, Eastern Michigan University, Ypsilanti, MI 48197. Do not send the portfolio to Graduate Admissions.*

- A 1 to 2 page personal statement that explains your experience with and/or interest in interdisciplinary writing projects and how you might work across disciplines while you pursue your graduate course work

### Linguistics (MA, Certificate in Language Technology)

- Two letters of recommendation
- Writing sample (a short, 5-20 page, piece of academic writing in any area is encouraged but not required)

### Literature (MA)

- An academic writing sample (preferably a piece of writing that addresses and analyzes literature)
- Two letters of recommendation

### Written Communication (MA, Certificate in the Teaching of Writing, Certificate in Technical Writing)

- An academic writing sample (preferably something related to your intended concentration in either the Teaching of Writing or Professional Communication)
- Two letters of recommendation

## Applying for Graduate Assistantships

Please visit the following Web site for forms and for additional information about departmental graduate assistantships:

[http://www.emich.edu/english/grad\\_studies/grad\\_asst.html](http://www.emich.edu/english/grad_studies/grad_asst.html)

The deadline for applying for an English Department graduate assistantship is **March 1** of each academic year.

(Please note: This differs from the deadlines for applications for admissions.)

To apply for an English Department graduate assistantship, you will need to do the following:

- Complete a financial aid application for the EMU Graduate School. See [http://www.gradschool.emich.edu/downloads/downloads\\_subdir/finaid/grastu\\_finaid\\_app.pdf](http://www.gradschool.emich.edu/downloads/downloads_subdir/finaid/grastu_finaid_app.pdf)

Submit this form to the EMU Graduate School

- Complete the English Department graduate assistant application and send that to the Graduate Coordinator, Department of English Language and Literature, Eastern Michigan University, Ypsilanti, MI 48197. See [http://www.emich.edu/english/grad\\_studies/grad\\_asst.html](http://www.emich.edu/english/grad_studies/grad_asst.html)

- Include the following with your application:

- Two letters of recommendation (these may be copies of the same letters that you submit with your program application; however, please ask the individuals writing for you to address your qualifications for a graduate assistantship)

- A personal statement in which you address:

- the assistantship positions in which you're interested
- your qualifications for and the reasons for your interest in those positions
- any other information that might be helpful to the selection committee.

This statement is similar to an employment letter.

The English graduate web site has a list and descriptions of available positions:

[http://www.emich.edu/english/grad\\_studies/grad\\_asst.html](http://www.emich.edu/english/grad_studies/grad_asst.html)

**Please Note:** Your GA application and personal statement are the only documents that you need to send directly to the English Department (and your letters of recommendation if you are using new or different letters). The department will download other pertinent materials from your application file. In addition the university Graduate School has other scholarships and fellowships available. Information about these can be found at [http://www.gradschool.emich.edu/student/student\\_subdir/finasst\\_gradassist/finasst.html](http://www.gradschool.emich.edu/student/student_subdir/finasst_gradassist/finasst.html)